

# CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

## *“Honoring California’s Veterans”*

*Located in the heart of scenic Napa Valley, the Veterans Home of California, Yountville is a community of and for veterans. Some 1,100 veterans (both men and women) live at the home. Founded in 1884, the Veterans Home of California, Yountville is the largest veterans’ home in the United States. It provides residential accommodations and a wealth of recreational, social, and therapeutic activities for independent living. Be a participant in the Agency’s mission of “Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families”.*

### **ASSISTANT DIRECTOR OF DIETETICS**

**Permanent, Full-Time**

**Position #573-220-2155-002**

**\$4,614.00 - \$5,607.00 Monthly**

**Final File: Until Filled**

### **LOCATION:**

**Veterans Home of California, Yountville  
110 California Drive, Yountville, CA 94599-1414**

#### **Who Should Apply:**

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

**NOTE:** APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

THE SALARY FOR THIS CLASSIFICATION WILL BE ADJUSTED ACCORDINGLY TO COMPLY WITH THE PROVISIONS OF THE 2010 PERSONAL LEAVE PROGRAM.

**If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at <http://www.calvet.ca.gov>, or to view examinations offered by all State departments, please visit the State Personnel Board’s website at <http://www.jobs.ca.gov>.

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS STATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

#### **Duties and Responsibilities:**

Under general supervision of the Director of Dietetics, to assist in the general operation of the food service and dietary activities of a State geriatric correctional facility; to have specific assigned responsibilities in the area of clinical or administrative dietetic practice; and to do other related work. The predominate duties include, but are not limited to, the following:

- Plan, organizes, and directs educational training program for Dietary & Food Service Department to meet Department of Public Health (DPH), Title 22, Omnibus Budget Reconciliation Act (OBRA), and United States Department of Veterans Affairs (USDVA) Federal Survey requirements and needs of employees.

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

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ASSISTANT DIRECTOR OF DIETETICS  
RELEASED: 09/07/11**

- Supervises Food Service Supervisor II, Food Service Supervisor I, Food Service Technician II's, Food Service Technician I's and Office Technician (Typing).
- Prepares and revises annual Master Training plan, monthly training calendar, on the job training & orientation schedules for new employees, training handouts, lesson plans, and pre and post tests as needed. Coordinates and conducts In-Services Training for Food Service staff, Home Members, and other services. Maintains training records.
- Responsible for personnel management of presentation employees. Establishes and reviews performance standards, preparation of probationary and annual performance of employees. Reviews annual performance evaluations. Conducts progressive discipline of service employees, documents incidents, and makes recommendations for action. Coordinates recruitment, testing, selection interviews, and hiring of service employees. Coordinates labor resources with other food service areas to cover staff shortages due to illness, vacations, and emergencies.
- Controls overtime expenditures. Maintains staffing roster and manages staffing standards of service employees. Writes and revises duty statements. Acts to resolve employee complaints and grievances at the lowest level. Holds regular meetings with area employees to communicate expectations, policies, procedures, and changes, and safety concerns. Works with Health & Safety Officer on work injury prevention, limited duty assignments, and reasonable accommodation requests. Responsible for implementation of goals, policies, and functions of client services in Holderman Kitchen, Annexes III & IV. Organizes service area systems. Responsible for implementation of Hazard Analysis & Critical Control Points (HACCP) principles in meal service areas.
- Sets sanitation and personal hygiene standards for staff and ensures that standards are met. Develops policies & procedures pertaining to food service. Conducts ongoing Quality Assurance Monitors for service area and prepares reports and implements changes as necessary.
- Relieves for Director of Dietetics.
- Responsible for planning and implementation of computer application in service area.
- Other duties as related.

**Desirable qualifications:**

Strong communication and customer service skills

Good work ethic

Experience working with Microsoft Office (Word, Excel and Outlook)

**How to Apply:**

Visit the State Personnel Board (SPB) website at: <http://www.spb.ca.gov>, to download the application. Submit your completed State Application (Std. 678), and resume to: **Veterans Home of California, Yountville – 110 California Drive, Yountville, CA 94599-1414, Attn: Human Resources.** All State applications must be postmarked no later than the final filing date.

**Note: In the “Explanations” box on Page 1 of the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment, Reinstatement, or Training and Development Assignment. Failure to do so could result in being rejected from the interview process. Also, you must reference position #573-220-2155-002.**

**Questions:**

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **Human Resources at (707) 944-4550 TDD: (707) 944-4560 CA RELAY SERVICE: (800) 735-2929**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

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